



## PROPERTY CONTROLLER II

<b>EXAM CODE:</b>	9JU14
<b>EXAM TYPE:</b>	DEPARTMENTAL – PROMOTIONAL
<b>LOCATION(S):</b>	STATEWIDE
<b>BULLETIN RELEASE DATE:</b>	Wednesday, February 05 <sup>th</sup> , 2020
<b>FINAL FILING DATE:</b>	Thursday, February 20 <sup>th</sup> , 2020
<b>SALARY INFORMATION:</b>	\$3,858.00 - \$4,828.00* <i>*The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.</i>
<b>CLASS &amp; SCHEM CODE:</b>	1549 /C070

### EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

### WHO CAN APPLY

Persons who meet the minimum qualifications by the announced **final filing date**. Applicants must have a permanent civil service appointment with the Department of Justice within three years of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Otherwise, employees must be:

- 1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR
- 2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR
- 3) Persons retired from the united states military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.



## SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

## ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

## FINAL FILING DATE

**Thursday, February 20<sup>th</sup>, 2020**

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the final filing date. Applications must have an original signature. Please Note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

**APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.**

## MINIMUM QUALIFICATIONS

### **EITHER I**

One year of experience in the California state service performing the duties of Property Controller I.

### **OR II**

Two years of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the level of Office Assistant II\* is not considered qualifying.)

### **OR III**

Three years of experience inventorying and maintaining control records for a wide variety of property and equipment or expendable storekeeping items.

## DEFINITION OF TERMS

**"performing the duties of..."** means that you must have been appointed to and working in the classification for the specified amount of time.

**"property and equipment..."** means items having a useful life in excess of one year and requiring records of accountability. (Examples: computers, calculators, vehicles, scientific equipment, machine parts, printers, cell phones, laptops and evidence.)

**"expendable storekeeping items"** means items having a useful life of less than one year and which are usually consumed in the course of business. (Examples: Office supplies, foods, clothing and chemicals.)

\* Office Assistant II classification revised to Office Assistant, Range B in (1990)



## POSITION DESCRIPTION

Property Controllers II are responsible for the operation of a complex property control system with centralized or moderately dispersed property. This class is normally used in departments, institutions, or districts having an approximate minimum of 6,000 property items and an annual total of approximately 1,000 property acquisitions, transfers, and surveys. Property Controllers II usually supervise a small clerical staff but may work independently, depending upon the size and complexity of the property accounting function. Large systems having widely dispersed property are headed by Property Inspectors.

Positions exist in Contra Costa, Fresno, Humboldt, Los Angeles, Riverside, Sacramento, San Diego, San Joaquin, Santa Cruz, Shasta, Sonoma counties.

## EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

### TRAINING AND EXPERIENCE NARRATIVE - 100%

The **Training and Experience Narrative** consists of pre-determined, job-related questions and will require candidates to submit typed responses. A panel of subject matter experts will evaluate competitors' responses to each question using job-related rating and scoring criteria. The Training and Experience Narrative will be scored only for those candidates who meet the minimum qualifications. The questions are provided at the end of this examination bulletin.

## KNOWLEDGE, SKILLS, & ABILITIES

The **Training and Experience Narrative** will measure the following:

### KNOWLEDGE OF:

1. Inspection methods used for property audits to accurately conduct inventory and account for all items.
2. Methods and practices used in recording inventory and/or discrepancies to comply with department policies.
3. Property and policy terminology to understand bureau policies and procedures related to equipment and evidence.
4. State Administrative Manual (SAM) property accounting policies and directives to ensure compliance.
5. Procedures used in receiving, documenting, maintaining, disposing, and issuing property to maintain compliance with bureau policies, procedures, and the State Administrative Manual (SAM).
6. Chain of custody regulations to ensure proper handling of evidence and compliance.
7. Various court processes and orders with respect to handling, maintaining, transferring, and destroying evidence.
8. Penal, health, and safety codes with respect to handling, maintaining, transferring, and destroying evidence.
9. Safety protocols when handling narcotics, biological samples, and, firearms when processing and handling evidence.
10. Basic use of computers to store, navigate, and access files.
11. Email and calendaring software programs (e.g. Microsoft Outlook) to communicate with employees and other individuals.
12. Database software to gather, structure, track, and organize information.
13. Equipment database systems to enter data, locate, track, and store inventory of equipment and vehicles.
14. Evidence database systems to enter data, locate, track, and inventory evidence.
15. Proper use of English spelling and grammar to write forms, correspondence, and documents
16. Training methods to transfer knowledge and work related skills to other staff members.

### ABILITY TO:

1. Conduct audits of property and inventory to ensure compliance with procedures and policies.
2. Accurately track and inventory property in various locations.
3. Adhere to strict security and safety protocols when handling evidence and accepting such items into a vault.
4. Understand legal/court documents as they relate to the disposition of evidence items.
5. Verbally communicate state property maintenance and policies to enforce procedures when handling property it.
6. Verbally communicate in a courteous, professional manner with a variety of individuals in order to exchange information and/or assign or accept work.
7. Accurately count, track, and compare information to complete inventory, identify discrepancies, and maintain storage areas.
8. Document distributed, received, and disposed property using inventory records and databases.
9. Organize records and multiple forms for ease of access when retrieving cases and files.



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10. Communicate in writing using proper spelling, grammar, and sentence structure in assignments or form.
11. Work cooperatively with individuals from a variety of backgrounds and capabilities.
12. Read and interpret technical documents such as manuals, rules, regulations, and policies to learn new information or ensure compliance.
13. Make numerical calculations (e.g. Addition, subtraction, multiplication, and division) to ensure accurate accounts of property
14. Evaluate circumstances and facts in an accurate manner to determine appropriate solutions
15. Use Microsoft Office applications including word processing and spreadsheet software to create statistical reports
16. General office procedures and methods (e.g. Form filing, clerical procedures, document retention, and document submissions).
17. Work independently and prioritizing time to complete assignments within established deadlines.
18. Adapt to changes in situations, policies, and procedures.
19. Oversee the work of others to ensure completion of assigned tasks (e.g., coordination of physical inventories, office moves, storage of equipment property, stock items, etc.)
20. Understand instructions both in written and verbal forms to complete assignments.
21. Handle urgent matters within upcoming deadlines.

### SKILL IN:

1. Inspection methods used for property audits to accurately conduct inventory and account for all items.
2. Climb step ladders when securing, handling, and placing equipment or evidence
3. Lift up to 40 pounds when securing, handling, and placing equipment or evidence

## ADDITIONAL EXAMINATIONS

### BACKGROUND INFORMATION:

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.)

## SPECIAL CHARACTERISTICS

### ADDITIONAL CHARACTERISTICS:

Education equivalent to completion of the twelfth grade.

## VETERANS' PREFERENCE

Veterans' preference **does not** apply for this examination.

## CAREER CREDITS

Career credits **do not** apply for this examination.



## FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)
- General Instructions/Affirmation
- Training and Experience Narrative

### MAILING ADDRESS:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: PROPERTY CONTROLLER II EXAMINATION  
P.O. BOX 944255  
SACRAMENTO, CA 94244-2550

### FILE-IN-PERSON:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: PROPERTY CONTROLLER II EXAMINATION  
1300 "I" STREET, 7<sup>th</sup> FLOOR RECEPTIONIST  
SACRAMENTO, CA 95814

### DO NOT SUBMIT APPLICATIONS

- **TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)**
- **THROUGH EMAIL**
- **THROUGH FAX**
- **THROUGH INTER-AGENCY MAIL**

## CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

<b>PHONE NUMBER:</b>	<i>916-210-6021</i>
<b>FAX NUMBER:</b>	<i>916-445-1218</i>
<b>EMAIL ADDRESS:</b>	<i>TSU@DOJ.CA.GOV</i>



### GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-210-6021, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices ([www.jobs.ca.gov](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the performance of the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General  
Office of Human Resources, Testing & Selection Unit  
1300 I Street, Sacramento, CA 95814  
916-210-6021

If hearing impaired, call the California Relay Service.  
1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



DEPARTMENT OF JUSTICE  
PROPERTY CONTROLLER II  
DEPARTMENTAL PROMOTIONAL-  
STATEWIDE

CONDITIONS OF EMPLOYMENT  
FORM 631  
IDENTIFICATION #: \_\_\_\_\_  
(Personnel Office Use ONLY)

NAME \_\_\_\_\_ (PLEASE PRINT)  
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.

Note: The location of offices may vary depending on the hiring Department.

\*\*\*\*\*  
PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- \_\_\_\_\_ Contra Costa (0700)
- \_\_\_\_\_ Fresno (1000)
- \_\_\_\_\_ Humboldt (1200)
- \_\_\_\_\_ Los Angeles (1900)
- \_\_\_\_\_ Riverside (3300)
- \_\_\_\_\_ Sacramento (3400)
- \_\_\_\_\_ San Diego (3700)
- \_\_\_\_\_ San Joaquin (3900)
- \_\_\_\_\_ Santa Barbara (4200)
- \_\_\_\_\_ Santa Cruz (4400)
- \_\_\_\_\_ Shasta (4500)
- \_\_\_\_\_ Sonoma (4900)

\*\*\*\*\*  
PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

- \_\_\_\_\_ (D) Permanent - full time only.
- \_\_\_\_\_ (R) Permanent - part time or intermittent.  
Temporary - full time, part time, or intermittent.
- \_\_\_\_\_ (A) All of the above

\*\*\*\*\*  
NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE  
TESTING & SELECTION OFFICE  
1300 "I" STREET  
SACRAMENTO, CA 95814





PROPERTY CONTROLLER II

Training and Experience Narrative

GENERAL INSTRUCTIONS

This Training and Experience Narrative is the sole component of the Property Controller II examination. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To be placed on the eligibility list a minimum score of 70% must be received on this component. Read the instructions carefully before completing this examination; failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

- This Training and Experience Narrative consists of FOUR questions.
- You **must type** your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that, regardless of the writing software program you choose to use, your response to each question may only consist of one (1) sheet of paper, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Narrative is four (4) pages, one (1) page per question. **Responses that do not meet this criteria will not be rated and will result in disqualification from this exam.**
- You **must** write the question number you are responding to in the top left corner of each page. You may hand write this number, however it must be clearly legible.
- You **must** write the last four (4) digits of your social security number on the top right corner of each page of your responses. You may hand write this number, however it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the raters to properly evaluate your qualifications. Omitted information cannot be considered and will not be assumed.
- The exam submitted must solely be your work. Candidates are not to receive any coaching or assistance and supervisors should not review, edit, or make suggestions to the Training and Experience Narrative responses.

If you have any questions regarding this examination, please contact:

Kelvin-Czar Tan  
Testing and Selection Unit  
916-210-6021  
TSU@doj.ca.gov





### Affirmation Page

All applicants **must complete and return the entire** packet, including the Training and Experience Narrative, Affirmation page, and Conditions of Employment form by the final filing date stated on the bulletin in order to be considered in this examination process.

The completed Training and Experience Narrative, Affirmation page, Conditions of Employment must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
Testing and Selection Unit  
Attn: Property Controller II  
PO Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing and Selection Unit  
Attn: Property Controller II  
1300 I Street, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Narrative is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name (printed): \_\_\_\_\_

**Contact Information:**

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_



## **Property Controller II** **Training and Experience Narrative**

### **Question #1**

Describe your experience in managing and handling evidence, assets, and records. In your response, please describe each of the tools you would use to facilitate the process.

### **Question #2**

Describe your knowledge and experience with procurement and purchasing processes. In your response, please include the different types of resources you would use, the procedures you would follow, and the steps you would take with received items.

### **Question #3**

Describe a situation you previously encountered in which you suddenly had to resolve a problem with minimal guidance while identifying a solution that satisfied all parties involved. Please describe the situation, the steps you took to resolve the problem, and the outcome.

### **Question #4**

As a Property Controller II for the Department of Justice, your daily duties include receiving evidence from law enforcement agencies, logging information into databases, as well as properly storing and releasing items. These duties are time sensitive and must be completed by the end of the workday. This past week, you were assigned additional projects with various deadlines. Based on your previous experience, how would you prioritize these assignments in order to ensure all projects are completed in a timely manner without affecting your daily workload?